

From Santa Monica Housing Commission Bylaws

RULE 8. PREPARATION OF MINUTES.

The Secretary of the Housing Commission shall have exclusive responsibility for preparation of the Minutes, and any directions for corrections in the Minutes shall be made only by majority vote of the Housing Commission.

RULE 9. APPROVAL OF MINUTES.

Minutes of a Housing Commission meeting may be approved without reading if the Secretary has previously furnished each member with a copy and unless a reading is ordered by a majority vote of the Housing Commission.